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ABSTRACT

"Library Skills for ESL Students" is a teacher's manual for a university-level course for international students offered at Southeast Missouri State University. This manual includes most things necessary to teach this course: curriculum guide, syllabus, lesson plans, tests, quizzes, and exercises. Several problem-solving exercises are included to reinforce the course content and to provide the students with personal learning experiences. The course is designed to include lectures, discussions, and practice in the use of the library. Areas included in this course are: (1) the card catalog; (2) indexes; (3) abstracts; (4) reference materials; and (5) government documents. The manual can also be used with regular university students with a little adaptation. (Author/KEM)

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Library Skills for ESL Students

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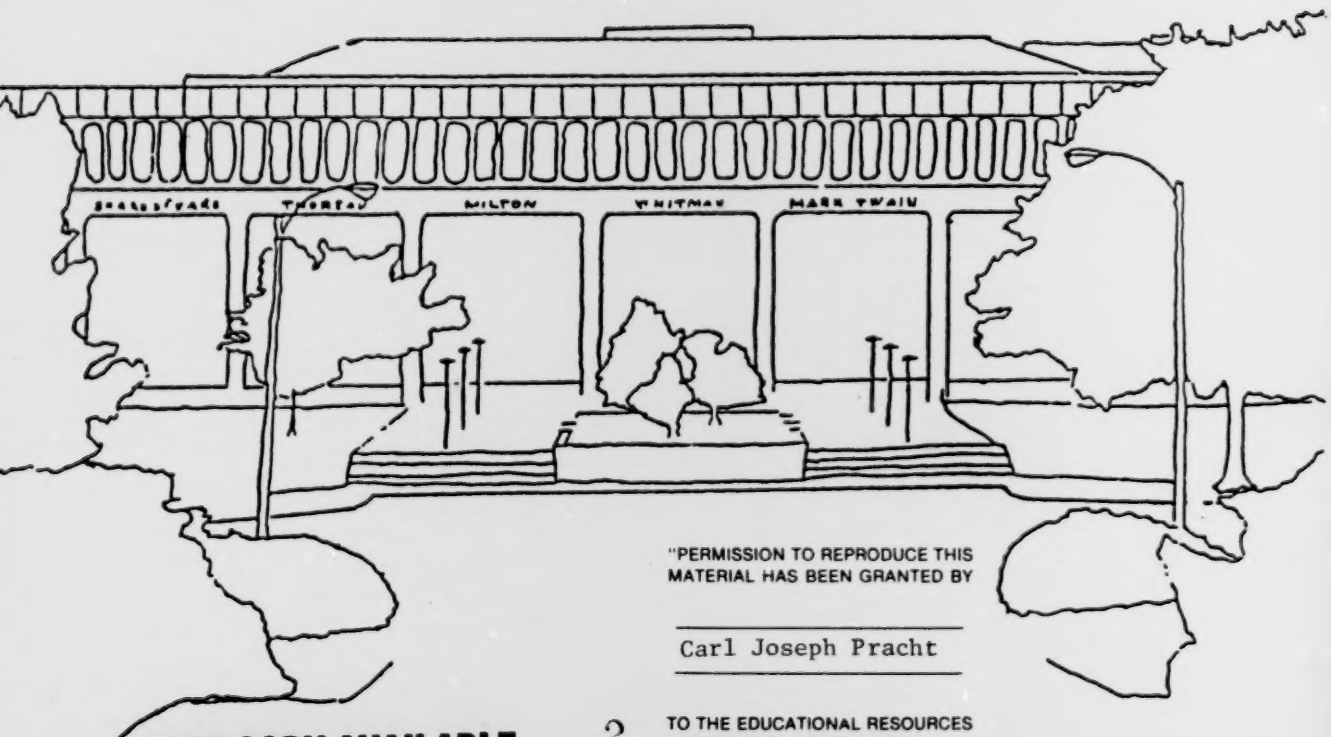

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CURRICULUM GUIDE

DESCRIPTION OF THE TEACHING SITUATION

Library Skills for ESL Students is a one-hour course offered by Kent Library at Southeast Missouri State University. The class meets once a week and includes lectures, discussions, and practice in the use of the library. Several problem-solving exercises are assigned to reinforce the course content and to provide the students with personal learning experiences.

This course is designed for intermediate or advanced ESL students. Most of these students are either Japanese or Malaysian and are either business or English majors. The class size averages around twenty. Many of these students will continue their education in American graduate schools, therefore it is essential that these students understand the basic structure of American libraries.

OBJECTIVES

Students will understand the arrangement and uses of academic libraries in the United States.

Students will make effective and efficient use of libraries when doing library research.

Students will be knowledgeable of the various services which libraries offer patrons.

Library materials will be introduced with emphasis on their organization and their usefulness for specific purposes.

Students will understand and use the search strategy which is necessary in successful research.

TEXTBOOK

Gates, Jean Key. Guide to the Use of Libraries and Information Sources. 5th ed. New York: McGraw-Hill, 1983.

OUTLINE OF COURSE

August 21 Introduction to Kent Library

attendance
go over syllabus
course objectives
tour of library
assignment 1

August 28 Pretest

September 11 Card Catalog

purpose of card catalog
types of card catalogs
author and title access
parts of catalog card
common filing rules
assignment 2

September 18 Subject Card Catalog

Library of Congress Subject Headings
Dewey Decimal and Library of Congress Call Numbers
assignment 3

September 25 SADIE (online catalog)

author, title, and subject searching
entry breakdown
locating books in Kent Library
in-class assignment

October 2 Readers' Guide

author and subject searching
entry breakdown
book reviews
movie reviews
Kent Library Periodical Holdings List
Locating Periodicals
Magazine Index
microforms
assignment 4

October 9 Abstracts and Newspaper Indexes

Wilson indexes (review)
Abstracts (such as Psychological Abstracts or RIE)
New York Times Index
Facts on File
Editorials on File
demonstration of ERIC online
assignment 5

October 16 Dictionaries

abridged vs. unabridged dictionaries
foreign language dictionaries
thesauri
other types of dictionaries (such as McGraw-Hill Dictionary of Art, slang dictionaries, Acronyms and Initialisms Dictionary, etc.)
assignment 6

October 30 Encyclopedias and Handbooks

World Book
Encyclopedia Americana
Encyclopaedia Britannica
other encyclopedias (such as International Encyclopedia of the Social Sciences and the Encyclopedia of Religion and Ethics)
CRC Handbook of Chemistry and Physics
Handbook of Nursing
assignment 7

November 6 Atlases and Almanacs

road atlases
thematic atlases
World Almanac
Statistical Abstract of the United States
other almanacs (such as Information Please, Guinness Book of World Records, and Famous First Facts)
assignment 8

November 13 Literature Indexes, Reviews, and Plot Summaries

locating short stories, plays, poems, quotations, etc.
reviews of each
plot summaries
assignment 9

November 20 Biographical Sources

Who's Who
Who's Who in America
Who Was Who
Who Was Who in America
Current Biography
Contemporary Authors
Biography Index
Biography and Genealogy Master Index
others
assignment 10

November 28 Government Documents

Monthly Catalog
breakdown of entry
locating document
Federal Government Publications Catalog
assignment 11

December 4 Miscellaneous Sources

Materials chosen with students' majors in mind
probable emphasis on business sources
assignment 12

December 11 Review

December 18 Final

Library Skills for ESL Students
Southeast Missouri State University
Fall 1989

CLASS INFORMATION

MEETING TIMES	Section 1 -- Mondays 9:00 a.m.
ROOM	Room 311 in Kent Library
INSTRUCTOR	Carl Pracht Reference Department/Kent Library Phone: 651-2749 or 651-2230 (Reference Desk)
OFFICE HOURS	10:00 - 11:00 p.m. Tuesdays and Thursdays
TEXTBOOK	Gates, Jean Key. Guide to the Use of Libraries and Information Sources. 5th ed. New York: McGraw-Hill, 1983.

COURSE DESCRIPTION
Libray Skill for ESL Students is a one-credit course designed to help you develop independent learning skills, researching techniques, and understanding about efficient use of library resources. The class meets once a week and includes lectures, discussions, and practice in the use of the library. Several problem-solving exercises will be assigned to reinforce the course content and to provide you with personal learning experiences.

COURSE OBJECTIVE
Upon completion of this course, students will be able to make effective and efficient use of the library when doing library research.

SCOPE
The course includes orientation to the physical layout of Kent Library; use of the card catalog by author, title, and subject; the Library of Congress Subject Headings book; the Dewey Decimal Classification system; basic reference materials; periodicals and newspaper indexes and abstracts; identification and location of government publications; and search strategy procedures.

GRADING

Assignments	120
Quizzes	40
Final Exam	150
Participation	40
TOTAL	350

GRADE DISTRIBUTION

Grade	Points Needed
A	315-350
B	280-314
C	245-279
D	210-244
F	below 210

Aug. 21	Introduction to Kent Library
Aug. 28	Pretest
Sep. 4	LABOR DAY
Sep. 11	Card Catalog (pages 62-70)
Sep. 18	Subject Card Catalog (pages 71-80)
Sep. 25	SADIE (online catalog)
Oct. 2	Readers' Guide (pages 109-118)
Oct. 9	Abstracts and Newspaper Indexes (pages 119-122)
Oct. 16	Dictionaries (pages 90-99)
Oct. 23	FALL BREAK
Oct. 30	Encyclopedias (pages 100-108)
Nov. 6	Atlases and Almanacs (pages 134-146)
Nov. 13	Reviews and Plot Summaries
Nov. 20	Biographical Sources (pages 123-133)
Nov. 28	Government Documents (pages 168-176)
Dec. 4	Miscellaneous Sources
Dec. 11	Review
Dec. 18	Final

Course: Library Skills for ESL Students

Date: Monday, August 21

Description of class: Library Skills for ESL Students is a one-credit course designed to help ESL students develop independent learning skills, researching techniques, and an understanding about efficient use of library resources.

GOALS

To explain structure of course.

To explain goals and expectations to students.

To introduce Kent Library to students through a tour.

To introduce services offered by Kent to its patrons.

ACTIVITIES

1. Taking attendance (5 minutes)

2. Explanation of syllabus and grading (15 minutes)

3. Pass out and explain assignment 1 (5 minutes)

4. Tour of library (remainder of class time)

Start tour from Room 311. Talk about areas on fourth floor (Writing Center, Computer Lab, Periodicals Storage, Fiction, and Dewey numbers 000-799). Continue on third floor with the Center for Teaching and Learning, the Instructional Materials Center, Government Documents, Regional History and Archives, and Dewey numbers 800-999. Continue with second floor with Circulation, Reserves, Reference, Periodicals, Microforms, and the Rare Book Room. Finally move to first floor and talk about Graphics and the Film Library.

HOMEWORK

Assignment 1

Name _____

ASSIGNMENT 1

___ 1. What are the Reference Desk hours for this Saturday?
   A. 8:00 a.m. to 9:30 p.m.
   B. 8:00 a.m. to 5:00 p.m.
   C. 1:00 p.m. to 5:00 p.m.
   D. 1:30 p.m. to 5:30 p.m. and 6:30 p.m. to 9:30 p.m.

___ 2. The Card Catalog at SEMO has . . .
   A. Author, title, and subject separated
   B. Author, title, and subject combined
   C. Author and title combined and then subject

___ 3. Where is the Reserve Desk?
   A. Next to Circulation
   B. Next to Periodicals
   C. In the Rare Book Room
   D. At the Reference Desk

___ 4. On which floor is the Instructional Materials Center?
   A. First
   B. Second
   C. Third
   D. Fourth

___ 5. For how long are books checked out to undergraduates?
   A. One week
   B. Two weeks
   C. One month
   D. One semester

___ 6. Where can I find a tutor for my French class?
   A. Writing Center
   B. Center for Teaching and Learning
   C. Academic Hall
   D. Director's office
   E. Technical Services

___ 7. Most of the microform readers can be found in . . .
   A. The Instructional Materials Center
   B. The Center for Teaching and Learning
   C. Technical Services
   D. Periodicals
   E. Graphics

___ 8. Periodicals Storage is located . . .
   A. In the Periodicals section
   B. In the basement
   C. On the third floor
   D. On the fourth floor

___ 9. How late is the Computer Lab open this Thursday?
   A. 9:00 p.m.
   B. 10:00 p.m.
   C. One hour before the library closes
   D. one-half hour before the library closes

___ 10. Your professor has a list of books that are for class use only. These books must be checked out for a short period of time and can only be used in the library. You request these books by either the title or your professor's last name. These materials are probably located . . .
   A. On Reserve
   B. Behind the Reference Desk
   C. At Periodicals
   D. At Circulation

Course: Library Skills for ESL Students

Date: Monday, September 11

Description of class: Library Skills for ESL Students is a one-credit course designed to help ESL students develop independent learning skills, researching techniques, and an understanding about efficient use of library resources.

GOALS

To understand the author and title sections of the card catalog.

To explain parts of a catalog card and their importance to research.

To know the importance of bibliographies.

To be able to apply common library filing rules.

ACTIVITIES

1. Attendance (3 minutes)

2. Discuss the importance of the author and title catalogs, as well as alternatives to the conventional card catalog. (5 minutes)

3. Discuss the parts of a catalog card. Use handout and overhead transparency. Special emphasis on the physical description area and tracings. (15 minutes)

4. Discuss filing rules:
   authors' last names
   a, an, and the
   nothing before something
   ignore punctuation
   Mc, Mac, M' (10 minutes)

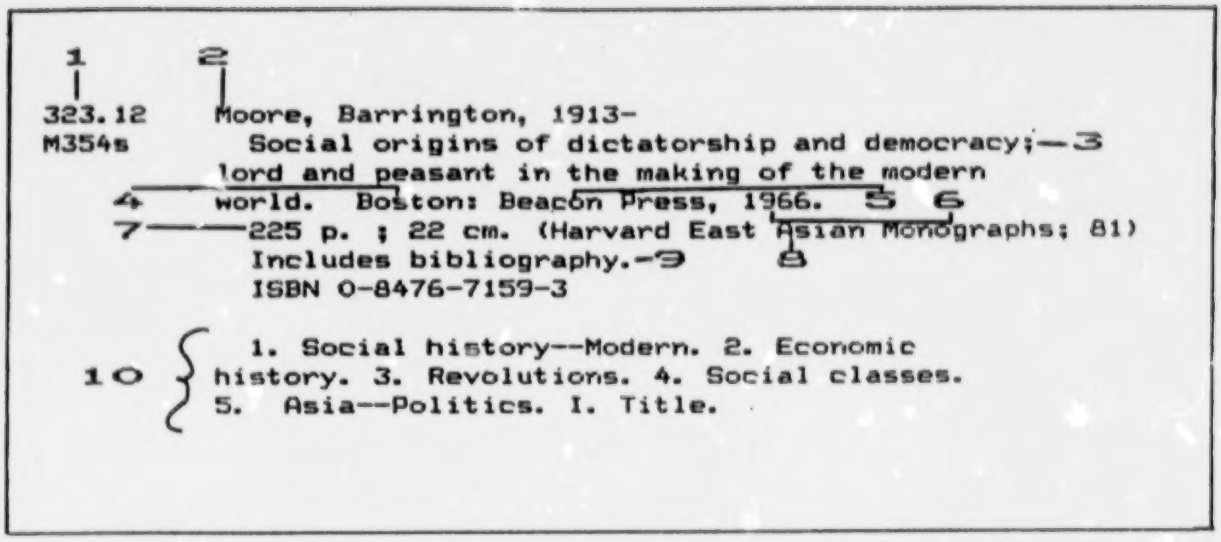
5. Fill in the bottom part of the handout as practice. (5 minutes)

6. Supply additional practice on board or overhead if necessary.

7. Pass out assignment 2 and discuss. (5 minutes)

HOMEWORK

Assignment 2



___ An open letter to college students
___ New York stock exchange
___ Newport vacation

___ Macroeconomics made easy
___ McGraw-Hill encyclopedia of science and technology
___ MacHale's castle

NAME _____

ASSIGNMENT 2

THE CARD CATALOG

Latin American Media is the title of a book. Use the Card Catalog to supply the following information for the book.

1. Author's name _____

2. Call number _____

3. Place of publication _____

4. Publisher _____

5. Date of publication _____

6. Series name, if the book is part of a series (if not, write "no series given") _____

Indicate whether the following book contains a bibliography and/or an index by writing "yes" or "no" in the appropriate blank. (Use author card)

Author: Doob, Leonard William
Title: Pathways to People

7. Bibliography _____

8. Index _____

The following list of titles is incorrectly alphabetized according to library filing rules. Please rearrange these titles in the correct order.

9. _____ A. Al Armstrong

10. _____ B. Alternative Solution

11. _____ C. Altogether Now

12. _____ D. Al Williams

NAME _____

ASSIGNMENT 2

THE CARD CATALOG

Prejudice and the Old Politics is the title of a book. Use the Card Catalog to supply the following information for the book.

1. Author's name _____

2. Call number _____

3. Place of publication _____

4. Publisher _____

5. Date of publication _____

6. Series name, if the book is part of a series (if not, write "no series given" _____

Indicate whether the following book contains a bibliography and/or an index by writing "yes" or "no" in the appropriate blank. (Use author card)

Author: Howse, Philip Edwin
Title: Termites; A Study in Social Behavior

7. Bibliography _____

8. Index _____

The following list of titles is incorrectly alphabetized according to library filing rules. Please rearrange these titles in the correct order.

9. _____ A. Sayings of the Desert Fathers

10. _____ B. Sayonara

11. _____ C. Say It Safely

12. _____ D. Sayres and Pautier

NAME _____

ASSIGNMENT 2

THE CARD CATALOG

Communication in the Organization is the title of a book. Use the Card Catalog to supply the following for the book.

1. Author's name _____

2. Call number _____

3. Place of publication _____

4. Publisher _____

5. Date of publication _____

6. Series name, if the book is part of a series (if not, write "no series given") _____

Indicate whether the following book contains a bibliography and/or an index by writing "yes" or "no" in the appropriate blank. (Use author card)

Author: Bowles, Gordon Townsend
Title: The People of Asia

7. Bibliography _____

8. Index _____

The following list of titles is incorrectly alphabetized according to library filing rules. Please rearrange these titles in the correct order.

9. ____ A. One Kind of Freedom

10. ____ B. On Golden Pond

11. ____ C. O'Neil and Pautier

12. ____ D. One Thousand and One Arabian Nights

Course: Library Skills for ESL Students

Date: Monday, September 18

Description of class: Library Skills for ESL Students is a one-credit course designed to help ESL students develop independent learning skills, researching techniques, and an understanding about efficient use of library resources.

GOALS

To explain the importance of classification schemes.

To be able to use both Dewey and LC classification systems.

To understand and use the LC Subject Headings books.

To be able to use the subject card catalog.

To be able to locate materials found in the subject card catalog.

ACTIVITIES

1. Pass out Dewey classification scheme and point out that LC is on pages 57-60 of textbook. (2 minutes)

2. Talk about the importance of classification schemes and a brief history. (5-10 minutes)

3. Discuss the placement of call numbers. (5-10 minutes)

4. Pass out handout and have students place call numbers in correct order. (5 minutes)

5. Mention Book Location Guide. (3 minutes)

6. Discuss the Library of Congress Subject Headings. (10 minutes)

7. Review for quiz. (remainder of class period)

HOMEWORK

Assignment 3

DEWEY DECIMAL CLASSIFICATION
Second Summary

000 GENERALITIES
010 Bibliographies & catalogs
020 Library & information sci.
030 General encyclopedic works
040
050 General serial publications
060 General organizations/museum
070 Journalism, publishing
080 General collections
090 Manuscripts/rare books

100 PHILOSOPHY/PSYCHOLOGY
110 Metaphysics
120 Knowledge,cause,purpose man
130 Parapsychology & occultism
140 Specific philosophical views
150 Psychology
160 Logic
170 Ethics (moral philosophy)
180 Ancient, Medieval, Oriental
190 Modern Western philosophy

200 RELIGION
210 Natural religion
220 Bible
230 Christian doctrinal theology
240 Christian moral & devotional
250 Local church/religious orders
260 Social & ecclesiastical theol
270 History/geography of church
280 Christian denominations/sects
290 Other religions & comparative

300 SOCIAL SCIENCES
310 Statistics
320 Political science
330 Economics
340 Law
350 Public administration
360 Social pathology & services
370 Education
380 Commerce
390 Customs & folklore

400 LANGUAGE
410 Linguistics
420 English/Anglo-Saxon languages
430 Germanic languages
440 French, Provencal, Catalan
450 Italian/Romanian/Rhaeto-Roman
460 Spanish & Portuguese
470 Italic languages/Latin
480 Hellenic/Classical Greek
490 Other languages

500 PURE SCIENCES
510 Mathematics
520 Astronomy & allied sciences
530 Physics
540 Chemistry & allied sciences
550 Sciences of earth/other worlds
560 Paleontology
570 Life sciences
580 Botanical sciences
590 Zoological sciences

600 TECHNOLOGY (APPLIED SCIENCES)
610 Medical sciences
620 Engineering & applied operations
630 Agriculture & related
640 Home economics
650 Managerial services
660 Chemical & related technologies
670 Manufactures
680 Miscellaneous manufactures
690 Buildings

700 THE ARTS
710 Civic & landscape art
720 Architecture
730 Plastic arts, sculpture
740 Drawing, decorative & minor arts
750 Painting & paintings
760 Graphic arts, prints
770 Photography & photographs
780 Music
790 Recreational & performing arts

800 LITERATURE (Belles-Lettres)
810 American Lit. in English
820 English & Anglo-Saxon Lit.
830 Lit. of Germanic languages
840 French, Provencal, Catalan Lit.
850 Italian/Romanian/Rhaeto-Romanic
860 Spanish & Portuguese Lit.
870 Italic languages/Latin Lit.
880 Hellenic languages Lit.
890 Lit. of other languages

900 GENERAL GEOGRAPHY & HISTORY
910 General geography/travel
920 Biography/genealogy/insignia
930 General history/ancient world
940 General history/Europe
950 General history/Asia
960 General history/Africa
970 General history/North America
980 General history/South America
990 General history/other areas

DEWEY				
442.25	443.095	442.025	443.095	440.1
B21m	Am3s	H36t	J15m	H38m

LIBRARY OF CONGRESS				
PQ	PQ	PQ	PQ	PQ
5606	502	5606	1	501
.G7	.T92	.H25	.B86	.F36

LIBRARY OF CONGRESS SUBJECT HEADINGS

Headings are listed alphbetically and displayed in bold face type, with cross references indicated as follows:

USE indicates that the term is not used, and provides the heading which is used instead

UF indicates that the term is not used; return to the heading in bold face listed most immediately above

BT indicates a broader term which is used

NT indicates a narrower term which is used

RT indicates a related term

SA indicates an entire group of headings falling under a broader heading, e.g.:

Dog breeds
SA names of specific breeds, e.g. Bloodhounds, Collies

EXAMPLE

Iceberg utilization
USE Icebergs--Utilization
ICEBERGS
[GB2401-Gb2597]
[VK1299 (Navigation)]
BT Ice
Physical geography
RT Sea ice
SA Ice--[local subdivision], e.g. Ice--
Newfoundland
NT Ice Islands
International ice patrol
-- Utilization
UF Iceberg utilization
Utilization of icebergs
BT Natural resources
Water-supply

NAME _____

ASSIGNMENT 3
SUBJECT CARD CATALOG

You are writing a paper on Bicycling.

1. You look up your topic in the Library of Congress Subject Headings list and find that LC does not use that term for books on your subject. Instead, it says, "USE ..." (LIST the first one)

_____

2. Using the LC subject heading that you wrote in 1, find the terms listed under NT (narrower terms). These terms are additional subject headings that are more specific. What is the first term listed under NT?

_____

3. Just in case you will need additional material, you make note of the subject headings preceded by BT (broader terms). These terms provide broader but related topics to your subject. What is the first term listed under BT?

_____

4. Go to the Subject Card Catalog and look up the books under the subject heading Birds--Africa. Locate the card for the book by Reginald Ernest Moreau. List the subject tracings for this book. (Author and title tracings begin with Roman numerals. Subject tracings are preceded by Arabic numerals.)

_____

5. Will you find Golda Meir in the Library of Congress Subject Headings?

_____

6. Can Golda Meir be used as a subject heading in the Subject Card Catalog in Kent Library?

_____

7. Go to the Subject Card Catalog and look up the subject Bright children. Is this an acceptable subject heading? If not, what is? Write down the author, title, and call number of three books?

Subject heading used: _____
First book: _____
Second book: _____
Third book: _____

NAME _____

ASSIGNMENT 3
SUBJECT CARD CATALOG

You are writing a paper on Deceit.

1. You look up your topic in the Library of Congress Subject Headings list and find that LC does not use that term for books on your subject. Instead, it says, "USE ..." (LIST the first one)

_____

2. Using the LC subject heading that you wrote in 1, find the terms listed under NT (narrower terms). These terms are additional subject headings that are more specific . What is the first term listed under NT?

_____

3. Just in case you will need additional material, you make note of the subject headings preceded by BT (broader terms). These terms provide broader but related topics to your subject. What is the first term listed under listed under BT?

_____

4. Go to the Subject Card Catalog and look up the books under the subject heading Dakota Indians. Locate the card for the book by John Young Nelson. List the subject tracings for this book. (Author and title tracings begin with Roman numerals. Subject tracings are preceded by Arabic numerals.)

_____

5. Will you find Gerald Ford in the Library of Congress Subject Headings?

_____

6. Can Gerald Ford be used as a subject heading in the Subject Card Catalog in Kent Library?

_____

7. Go to the Subject Card Catalog and look up the subject Parliamentary government. Is this a acceptable subject heading? If not, what is? Write down the author, title, and call number for three books.

Subject heading used: _____
First book: _____
Second book: _____
Third book: _____

3-2

NAME _____

ASSIGNMENT 3
SUBJECT CARD CATALOG

You are writing a paper on Horse show jumping.

1. You look up your topic in the Library of Congress Subject Headings list and find that LC does not use that term for books on your subject. Instead, it says, "USE ..."

_____

2. Using the LC subject heading that you wrote in 1, find the terms listed under NT (narrower terms). These terms are additional subject headings that are more specific. What is the first term listed under NT?

_____

3. Just in case you will need additional material, you make note of the subject headings preceded by BT (broader terms). These terms provide broader but related topics to your subject. What is the first term listed under BT?

_____

4. Go to the Subject Card Catalog and look up the books under the subject heading Dickens, Charles, 1812-1870. Locate the card for the book by Sylvia Bank Manning. List the subject tracings for this book. (Author and title tracings begin with Roman numerals. Subject tracings are preceded by Arabic numerals).

_____

5. Will you find Margaret Thatcher in the Library of Congress Subject Headings?

_____

6. Can Margaret Thatcher be used as a subject heading in the Subject Card Catalog in Kent Library?

_____

7. Go to the Subject Card Catalog and look up the suject Computer fraud. Is this an acceptable subject heading? If not, what is? Write down the author, title, and call number of three books.

Subject heading used: _____
First book: _____
Second book: _____
Third book: _____

Course: Library Skills for ESL Students

Date: Monday, September 25

Description of class: Library Skills for ESL Students is a one-credit course designed to help ESL students develop independent learning skills, researching techniques, and an understanding about efficient use of library resources.

GOALS

To quiz students over first few classes.

To explain SADIE.

To allow time for working with SADIE.

To discuss future enhancements of SADIE.

ACTIVITIES

1. Answer any last minute questions over quiz. (5 minutes)
2. Quiz (15 minutes)
3. Discuss searching on SADIE. (10 minutes)
4. Entry breakdown. (5 minutes)
5. Troubleshooting. (3 minutes)
6. In-class assignment (remainder of class)

NAME _____

QUIZ 1

MULTIPLE CHOICE

____ 1. What classification scheme is represented by the call number: 758.2/R672c?
A. Dewey Decimal
B. Library of Congress
C. Bliss' Bibliographic
D. Colon Classification

____ 2. What classification scheme is represented by the call number: HV.321/.B6
A. Dewey Decimal
B. Library of Congress
C. Bliss' Bibliographic
D. Colon Classification

____ 3. The Subject Card Catalog is based on . . .
A. the Readers' Guide to Periodical Literature
B. the Library of Congress Subject Headings
C. the Cape Girardeau Public Library's Subject Card Catalog

____ 4. What would you do first to locate a book with the call number: R/398.1/W356s?
A. Check the Book Location Guide to find out where the 300s are located.
B. Check the Book Location Guide for the location of the symbol "R."
C. Go to the Reference Desk.
D. Go to the Reserve Desk.

CALL NUMBERS Arrange the following call numbers in the order in which they would be found on the shelves.

338.15 B38m	338.095 B21m	338 J13s	338.1247 Am3m	338.1 H36s
5. ____	6. ____	7. ____	8. ____	9. ____

FILING RULES Arrange the following titles as they would be filed in the Title Card Catalog.

____ 10. 4 by 4

____ 11. The Macintosh Computer

____ 12. Four Days to Victory

____ 13. McDonald's Burgers; A History

____ 14. An alternative

____ 15. Fire Weather

SEARCHING WITH "SADIE"

Searches for cataloged library materials may be performed by author, title, or subject, by typing in the appropriate search term and pressing the **ENTER** key.

To locate a book by title, type t= followed by the title or part of the title. Do not start a title with the words a, an, or the. If any of these three words appear as the first word in the title, ignore it and start with the next word. Also ignore accent marks. For Example:

To find the entry for the book, A Great Big Ugly Man Came Up and Tied His Horse to Me, type:

t=great big ugly man came up and tied his horse to me

If SADIE responds with the message, "no entries found," try shortening the title to just the first few words, or search by author.

To locate a book by author, type a= followed by the author's last name or part of the last name. Ignore accent marks. If the last name is a common one, use of the first initial may be helpful. Authors may be organizations as well as individuals. Examples:

a=shakespeare
a=smith, j
a=american medical association

If SADIE responds with the message, "no entries found," try using variant spellings, shortening the name, using a pseudonym if you know your author has one, or search by title.

To locate a book by subject, type s= followed by a subject term or part of a subject term. For Example:

s=child abuse
s=united states--history -civil war 1861-1865
s=lincoln, abraham

If SADIE responds with the message, "no subject headings found," consult the Library of Congress Subject Headings list, which is a three-volume set of red books located on tables near the SADIE terminals on Level II. If you need assistance, ask at the Reference Desk.

NOTE: Do not use the **RETURN** key in place of **ENTER**. It will not work.

READING THE SCREEN ON "SADIE"

¹Smith, Alexander B., ²1909-
³Introduction to probation and parole / ⁴by Alexander B. Smith and Louis Berlin. -- ⁵2d ed. -- ⁶St. Paul : ⁷West Pub. Co., ⁸1979.
⁹ix, ¹⁰270 p. ; ¹¹26 cm. -- ¹²(Criminal justice series)
¹³Includes bibliographies and index.
SUBJECT HEADINGS (Library of Congress; use s=):
¹⁴Probation.
Parole.
Probation officers.
Parole officers.

¹⁵LOCATION: KENT STACKS
¹⁶CALL NUMBER: 364.63 Sm51i2
CIRCULATION INFORMATION NOT AVAILABLE IN SADIE.

EXPLANATION OF THE PARTS OF THE SCREEN:

1. Primary author
2. Birth date of primary author
3. Title
4. Full author statement (lists co-authors)
5. Edition
6. Place of publication
7. Publisher
8. Publication date
9. Number of preliminary pages
10. Numbered pages of text
11. Height of the book in centimeters
12. Series title
13. Note indicating special features
14. Subject headings under which this title can be found
15. Where shelved (see signs above terminal tables for more specific information)
16. Call number

NAME _____

SADIE

Find the title: An Introduction to Data Structures with Applications and fill in the following blanks.

1. Publisher's name _____

2. Date the book was published _____

3. Author's birth date _____

4. Author's name _____

5. Co-Author's name (if one is given) _____

6. Series title _____

7. Call number _____

8. Which floor is the book on in this library? _____

9. How many subject entries for this book will be listed in the online library catalog? _____

10. Under what subject headings will subject entries for this title be found? _____

_____

IC-1

NAME _____

SADIE

Find the title: Group Representation Before Congress and fill in the following blanks.

1. Publisher's name _____

2. Date the book was published _____

3. Author's birth date _____

4. Author's name _____

5. Co-Author's name (if one is given) _____

6. Series title _____

7. Call number _____

8. Which floor is the book on in this library? _____

9. How many subject entries for this book will be listed in the online library catalog? _____

10. Under what subject headings will subject entries for this title be found? _____

_____

IC-2

NAME _____

SADIE

Find the title: Mammals of Kentucky and fill in the following blanks.

1. Publisher's name _____

2. Date the book was published _____

3. Author's birth date _____

4. Author's name _____

5. Co-Author's name (if one is given) _____

6. Series title _____

7. Call number _____

8. Which floor is the book on in this library? _____

9. How many subject entries for this book will be listed in the online library catalog? _____

10. Under what subject headings will subject entries for this title be found? _____

_____

IC-3

NAME _____

SADIE

Find the title: Understanding Mentally Retarded Children and fill in the following blanks.

1. Publisher's name _____

2. Date the book was published _____

3. Author's birth date _____

4. Author's name _____

5. Co-Author's name (if one is given) _____

6. Series title _____

7. Call number _____

8. Which floor is the book on in this library? _____

9. How many subject entries for this book will be listed in the online library catalog? _____

10. Under what subject headings will subject entries for this title be found? _____

_____

IC-4

NAME _____

SADIE

Find the title: Prose Pieces and Correspondence and fill in the following blanks.

1. Publisher's name _____

2. Date the book was published _____

3. Author's birth date _____

4. Author's name _____

5. Co-Author's name (if one is given) _____

6. Series title _____

7. Call number _____

8. Which floor is the book on in this library? _____

9. How many subject entries for this book will be listed in the online library catalog? _____

10. Under what subject headings will subject entries for this title be found? _____

_____

IC-5

Course: Library Skills for ESL Students

Date: Monday, October 2

Description of class: Library Skills for ESL Students is a one-credit course designed to help ESL students develop independent learning skills, researching techniques, and an understanding about efficient use of library resources.

GOALS

To review quiz and learn from mistakes.

To learn to search by author and subject in Readers' Guide and other Wilson indexes.

To learn other uses for Wilson indexes, such as locating book and movie reviews.

To be able to locate periodicals in Kent after finding citations in indexes.

To be able to properly use microforms.

ACTIVITIES

1. Go over quiz, pointing out common mistakes. (10 minutes)

2. Go over typical citation from Readers' Guide. (5-10 minutes)

3. Provide practice with handout. (5-10 minutes)

4. Talk about other uses of Readers' Guide, such as locating book and movie reviews. (5 minutes)

5. Talk about the periodical holdings list and locating periodicals. (5 minutes)

6. Point out Magazine Index. (3 minutes)

7. Demonstrate the proper use of microforms. (10 minutes)

8. Discuss assignment 4. (remainder of class period)

HOMEWORK

Assignment 4

PERIODICAL INDEX WORKSHEET

Title of Index _____

Volume no. _____

Subject heading used _____

1. Title of Article _____ _____
2. Author of Article _____
3. Abbreviation of periodical in which article is found _____
4. Full title of periodical _____
5. In what volume of the periodical does the article appear _____
6. In what month or quarter was that issue published _____
7. What is the year of the periodical _____
8. What are the page numbers of your article _____
9. Is the article illustrated _____
10. Does the article include a bibliography _____

NAME _____

Assignment 4

Readers' Guide to Periodical Literature

For this exercise you will be using the March 1983 - February 1984 volume (#43) of the Readers' Guide to Periodical Literature. It is located on Index Table 1 in the Index/Abstracts area on Level 2.

1. Look for the subject "Senile dementia." There will be a "see reference." Under what subject heading does it tell you to look?

_____

2. Look for the subject "Alzheimer's disease." What is the title of the first article listed?

_____

3. Find the author entry for Kurt Vonnegut. What is the title of the first article listed?

_____

4. I want a review of Kurt Vonnegut's book Deadeye Dick. What is the name of the magazine in which the first review listed is published?

_____

5. I want a review of the film "Tender Mercies." What is the first citation given for a review of this film?

_____

THE FOLLOWING IS AN ENTRY FROM READERS' GUIDE. SUPPLY THE INFORMATION REQUESTED.

> A Push from Heublein. L. Coverson. il por Black Enterp 12:50 Je '82.

6. Author's name _____

7. Magazine _____

8. Page number(s) _____

9. Volume number _____

10. Title of article _____

NAME _____

Assignment 4

Readers' Guide to Periodical Literature

For this exercise you will be using the 1985 volume (#45) of the Readers' Guide to Periodical Literature. It is located on Index Table 1 in the Index/Abstracts area on Level 2.

1. Look for the subject "Ionosphere." There will be a "see reference." Under what subject heading does it tell you to look?

_____

2. Look for the subject "Cancer." What is the title of the first article listed?

_____

3. Find the author entry for Carl Sagan. What is the title of the first article listed?

_____

4. I want a review of John Updike's book Facing Nature. What is the name of the magazine in which the first review listed is published?

_____

5. I want a review of the film "Kiss of the Spider Woman." What is the first citation given for a review of this film?

_____

THE FOLLOWING IS AN ENTRY FROM READERS' GUIDE. SUPPLY THE INFORMATION REQUESTED.

> Return to brotherhood. A. Merton. il Ms 14:60-2+ S '85.

6. Author's name _____

7. Magazine _____

8. Page number(s) _____

9. Volume number _____

10. Title of article _____

NAME _____

Assignment 4

Readers' Guide to Periodical Literature

For this exercise you will be using the March 1984 - February 1985 volume (#44) of the Readers' Guide to Periodical Literature. It is located on Index Table 1 in the Index/Abstracts area on Level 2.

1. Look for the subject "Indoctrination." There will be a "see reference." Under what subject heading does it tell you to look?

_____

2. Look for the subject "Nutrition." What is the title of the first article listed?

_____

3. Find the author entry for Richard Price. What is the title of the first article listed?

_____

4. I want a review of Richard Nixon's book Real Peace. What is the name of the magazine in which the first review listed is published?

_____

5. I want a review of the film "Silkwood." What is the first citation given for a review of this film?

_____

THE FOLLOWING IS AN ENTRY FROM READERS' GUIDE. SUPPLY THE INFORMATION REQUESTED.

> Access to your medical records. E. Klugman. Work Woman 9:57+ Je '84.

6. Author's name _____

7. Magazine _____

8. Page number(s) _____

9. Volume number _____

10. Title of article _____

Course: Library Skills for ESL Students

Date: Monday, October 9

Description of class: Library Skills ro ESL Students is a one-credit course designed to help ESL students develop independent learning skills, researching techniques, and an understanding about efficient use of library resources.

GOALS

To review the use of Wilson indexes.

To introduce abstracts.

To introduce newspaper indexes.

To introduce other useful indexes.

ACTIVITIES

1. Review assignment 4. (5 minutes)

2. Introduce abstracts using Resources in Education. (10 minutes)

3. Provide practice with handout. (10 minutes)

4. Compare RIE with other abstracts such as Biological Abstracts or Psychological Abstracts. (5-10 minutes)

5. Introduce newspaper indexes using New York Times Index. (10 minutes)

6. Provide practice with handout. (5 minutes)

7. Introduce other indexes such as Facts on File and Editorials on File. (10 minutes)

8. Go over assignment 5. (3 minutes)

HOMEWORK

Assignment 5

PERIODICAL ABSTRACT WORKSHEET

Title of Abstract _____

Volume no. _____

Subject heading used _____

1. Abstract entry number _____
2. Title of Article _____
3. Author(s) of Article _____
4. Title of periodical _____
5. In what volume of the periodical does the article appear _____
6. In what issue number of the periodical does it appear (not always included) _____
7. In what month or quarter was that issue published _____
8. What is the year of the periodical _____
9. What are the page numbers of your article _____
10. If there is a bibliography; how many references are included in the article's bibliography _____

NEWSPAPER ACCESS

New York Times Index

St. Louis Post Dispatch Index

Times Index (London)

Washington Post Index

Wall Street Journal Index

These indexes are located in Range A-1.

An example of a subject found in the New York Times Index:

EARTHQUAKES[1]
100,000 people flee from 14 mountain villages in central Italy following warnings from Civil Defense Ministry that earthquake might soon strike[2] (S)[3] Ja 25[4],IV[5],3[6]:1[7]

1 = subject
2 = article summary
3 = length of article (S=short, M=medium, L=long)
4 = date
5 = section
6 = page
7 = column

Newspapers are kept at the Periodicals Desk.

NEWSPAPER INDEX WORKSHEET

Title of Index _____

Volume Number _____

Subject Heading Used _____

1. Summary (if given) _____
   (supply first few words)
2. Length of Article_____
3. Month _____
4. Day _____
5. Year _____
6. Section _____
7. Page _____
8. Column _____

NAME _____

ASSIGNMENT 5
Abstracts and Newspaper Indexes

Using Business Periodicals Index (#24 -- Aug. 1981 to July 1982 on Index Table #8), look up Management--Japan and find the first citation supplied.

1. What is the title of the article? _____

2. What is the journal title? _____

3. Do we have the journal in Kent? _____

Using the 1984 subject index to Psychological Abstracts (Index Table #6), look up Social Adjustment and find the first citation supplied.

4. What is the citation number? _____

5. What is the journal title? _____

Using the Jan. to June 1984 index to Resources in Education (Index Table #6), look up Language Acquisition and find the first citation supplied.

6. What is the "ED" number? _____

7. Who is the author? _____

8. Where do I go if I want to see this article? _____

_____

Using the 1985 index to the New York Times Index (Range A), look up the Philippines and find the first full citation given.

9. What is the date? _____

10. In what section and on what page is the article found? _____

11. Where do I go if I want to see this article? _____

_____

12. Using Facts on File (Index Table #2), when did Rock Hudson die from AIDS in 1985? _____

13. Using the 1985 Editorials on File (Index Table #2), on what pages will I find editorials on the tobacco advertising ban urged by the AMA? _____

NAME _____

ASSIGNMENT 5
Abstracts and Newspaper Indexes

Using Business Periodicals Index (#25 -- Aug. 1982 to July 1983 on Index Table #8), look up Income Tax--Deductions and find the first citation supplied.

1. What is the title of the article? _____

2. What is the journal title? _____

3. Do we have the journal in Kent? _____

Using the 1984 subject index to Psychological Abstracts (Index Table #6), look up School Dropouts and find the first citation supplied.

4. What is the citation number? _____

5. What is the journal title? _____

Using the Jan. to June 1984 index to Resources in Education (Index Table #6), look up Speech Pathology and find the first citation supplied.

6. What is the "ED" number? _____

7. Who is the author? _____

8. Where do I go if I want to see this article? _____

_____

Using the 1985 index to the New York Times Index (Range A), look up the Walter F. Mondale and find the first full citation given.

9. What is the date? _____

10. In what section and on what page is the article found? _____

11. Where do I go if I want to see this article? _____

_____

12. Using Facts on File (Index Table #2), when did Geraldine Ferraro give her acceptance speech in 1984? _____

13. Using the 1985 Editorials on File (Index Table #2), on what pages will I find editorials on the 248 U.S. soldiers killed in the Gander jet crash which happened in Canada? _____

NAME _____

ASSIGNMENT 5
Abstracts and Newspaper Indexes

Using Business Periodicals Index (#23 -- Aug. 1980 to July 1981 on Index Table #8), look up Income tax--Deductions and find the first citation supplied.

1. What is the title of the article? _____

2. What is the journal title? _____

3. Do we have the journal in Kent? _____

Using the 1984 subject index to Psychological Abstracts (Index Table #6), look up Drug Rehabilitation and find the first citation supplied.

4. What is the citation number? _____

5. What is the journal title? _____

Using the Jan. to June 1984 index to Resources in Education (Index Table #6), look up College Admission and find the first citation supplied.

6. What is the "ED" number? _____

7. Who is the author? _____

8. Where do I go if I want to see this article? _____

_____

Using the 1985 index to the New York Times Index (Range A), look up Hostages and find the first full citation given.

9. What is the date? _____

10. In what section and on what page is the article found? _____

11. Where do I go if I want to see this article? _____

_____

12. Using Facts on File (Index Table #2), when did the earthquake in Mexico City that killed 4,200 occur in 1985? _____

13. Using the 1985 Editorials on File (Index Table #2), on what pages will I find editorials on school attendance of children with AIDS? _____

Course: Library Skills for ESL Students

Date: Monday, October 16

Description of class: Library Skills for ESL Students is a one-credit course designed to help ESL students develop independent learning skills, researching techniques, and an understanding about efficient use of library resources.

GOALS

To cover the importance of dictionaries.

To introduce several types of dictionaries.

To provide knowledge of how to use these dictionaries and teach what information is provided in each.

To encourage the use of newly introduced dictionaries.

ACTIVITIES

1. Discuss assignment 5. (5 minutes)

2. Discuss abridged vs. unabridged. (5 minutes)

3. Discuss what is contained in traditional dictionaries. (10 minutes)

4. Move to foreign language dictionaries to specialized dictionaries to fun dictionaries. (remainder of hour)

5. Go over assignment 6. (last 5 minutes)

HOMEWORK

Assignment 6

NAME _____

Assignment 6

Dictionaries

1. Using Webster's Third New International Dictionary (placed on top of the waist-high bookcases in Reference), look up steeple and copy the first definition.

ANSWER:

2. Look up the same word in the unabridged Oxford English Dictionary (R/423/Ox25). What year or century was the earliest known use?

ANSWER:

3. What does the French word école mean? (R/443)

ANSWER:

4. Find two synonyms for the verb explain. (use Roget's Thesaurus R/423.1/R634t or substitute any book of synonyms)

ANSWER:

5. What is the name of the famous cathedral in Leon, Spain? (use McGraw-Hill Dictionary of Art R/703/M178)

ANSWER:

6. Using one of the abbreviation dictionaries (such as Acronyms and Initialisms Dictionary R/423.1/G131a4), find out what PIRG means.

ANSWER:

7. Find out what a Phi Beta (or Bete) House is. (use any dictionary of slang R/427)

ANSWER:

8. Using -Ologies and -Isms (R/423.1/017), what is it called when a person has an abnormal fear of lightning?

ANSWER:

NAME _____

Assignment 6

Dictionaries

1. Using Webster's Third New International Dictionary (placed on top of the waist-high bookcases in Reference), look up protocol and copy the first definition.

ANSWER:

2. Look up the same word in the unabridged Oxford English Dictionary (R/423/Ox25). What year or century was the earliest known use?

ANSWER:

3. What does the German word gattin mean? (R/443)

ANSWER:

4. Find two synonyms for the verb write. (use Roget's Thesaurus R/423.1/R634t or substitute any book of synonyms)

ANSWER:

5. Define Cajun music in The New Grove Dictionary of Music and Musicians (R/780.3/G919/1980).

ANSWER:

6. Using one of the abbreviation dictionaries (such as Acronyms and Initialisms Dictionary R/423.1/G131a4), find out what NYANA means.

ANSWER:

7. Find out what a coffin nail is. (use any dictionary of slang R/427)

ANSWER:

8. Using -Ologies and -Isms (R/423.1/017), what is it called when a person is extremely fond of flowers?

ANSWER:

NAME _____

Assignment 6

Dictionaries

1. Using Webster's Third New International Dictionary (placed on top of the waist-high bookcases in Reference), look up gallant and copy the first definition.

ANSWER:

2. Look up the same word in the unabridged Oxford English Dictionary (R/423/Ox25). What year or century was the earliest known use?

ANSWER:

3. What does the Spanish word niño mean? (R/443)

ANSWER:

4. Find two synonyms for the verb express. (use Roget's Thesaurus R/423.1/R634t or substitute any book of synonyms)

ANSWER:

5. What nationality was Diego Rivera? (use McGraw-Hill Dictionary of Art R/703/M178)

ANSWER:

6. Using one of the abbreviation dictionaries (such as Acronyms and Initialisms Dictionary R/423.1/G131a4), find out what SISUSA means.

ANSWER:

7. What is swamp seed? (use any dictionary of slang R/427)

ANSWER:

8. Using -Ologies and -Isms (R/423.1/017), what is it called when a person is afraid of snakes?

ANSWER:

Course: Library Skills for ESL Students

Date: Monday, October 30

Description of class: Library Skills for ESL Students is a one-credit course designed to help ESL students develop independent learning skills, researching techniques, and an understanding about efficient use of library resources.

GOALS

To introduce basic encyclopedias.

To discuss what is contained in encyclopedias.

To investigate specialized encyclopedias.

To discuss the use of handbooks.

ACTIVITIES

1. Discuss assignment 6. (5 minutes)

2. Introduce basic encyclopedias like World Book or Collier's. (10 minutes)

3. Move to Americana and Britannica. (10 minutes)

4. Discuss more specialized encyclopedias and compare articles. (15 minutes)

5. Discuss handbooks. (10 minutes)

6. Go over assignment 7. (last 5 minutes)

HOMEWORK

Assignment 7

NAME _____

Assignment 7

Encyclopedias and Handbooks

1. Can I find maps and photos of Texas in World Book Encyclopedia? (R/031/W893) (yes or no)

ANSWER:

2. In what year was Andrew Jackson born? (one possible source is Encyclopedia Americana R/031/Am35)

ANSWER:

3. I want to find some information about Brussels, so I look in the Micropaedia of Encyclopaedia Britannica. Where can I find more general information about the Grand Canyon in the Macropaedia? (R/031/B777)

ANSWER: vol. _____ page _____

4. Using the index to the McGraw-Hill Encyclopedia of Science and Technology (R/503/M178), look up Down's Syndrome. Where can I find the first article mentioned on this subject?

ANSWER: vol. _____ page _____

5. Using the index to the International Encyclopedia of the Social Sciences (R/303/In8), look up deviant behavior. Where can I find the first article mentioned?

ANSWER: vol. _____ page _____

6. Using the index to the Encyclopedia of Religion and Ethics (R/203/H279). where can I find the first article mentioned on Martin Luther?

ANSWER:

7. Using the CRC Handbook of Chemistry and Physics (R/547.00212/C42), what is the atomic number for lead?

ANSWER:

8. What part of the body is affected by Legg-Perthes disease? (use Handbook of Nursing R/610.73/H191)

ANSWER:

NAME _____

Assignment 7

Encyclopedias and Handbooks

1. Can I find maps and photos of Portugal in World Book Encyclopedia? (R/031/W893) (yes or no)

ANSWER:

2. In what year was Geoffrey Chaucer born? (one possible source is Encyclopedia Americana R/031/Am35)

ANSWER:

3. I want to find information about Paris, France, so I look in the Micropaedia of Encyclopaedia Britannica. Where can I find more information about Paris in the Macropaedia? (R/031/B777)

ANWER: vol. _____ page _____

4. Using the index to the McGraw-Hill Encyclopedia of Science and Technology (R/503/M178), look up nuclear power. Where can I find the first article mentioned on this subject?

ANSWER: vol. _____ page _____

5. Using the index to the International Encyclopedia of the Social Sciences (R/303/In8), look up Carl Jung. Where can I find the first article mentioned?

ANSWER: vol. _____ page _____

6. Using the index to the Encyclopedia Judaica (R/296.03/En19). where can I find the first article mentioned on the Bar Mitzvah?

ANSWER:

7. Using the CRC Handbook of Chemistry and Physics (R/547.00212/C42), what is the atomic number for iron?

ANSWER:

8. What part of the body is affected by otitis externa? (use Handbook of Nursing (R/610.73/H191)

ANSWER:

NAME _____

Assignment 7

Encyclopedias and Handbooks

1. Can I find maps and photos of Mexico in World Book Encyclopedia? (R/031/W893) (yes or no)

ANSWER:

2. In what year did Hitler attack Poland in World War II? (one possible source is Encyclopedia Americana R/031/Am35)

ANSWER:

3. I want to find some information on the Grand Canyon, so I look in the Micropaedia of Encyclopaedia Britannica. Where can I find more general information about the Grand Canyon in the Macropaedia? (R/031/B777)

ANSWER: vol. _____ page _____

4. Using the index to the McGraw-Hill Encyclopedia of Science and Technology (R/503/M178), look up nuclear power. Where can I find the first article mentioned on this subject?

ANSWER: vol. _____ page _____

5. Using the index to the International Encyclopedia of the Social Sciences (R/303/H279), look up Sigmund Freud. Where can I find the first article mentioned?

ANSWER: vol. _____ page _____

6. Using the index to the New Catholic Encyclopedia (R/282.03/N42), where can I find the first article mentioned on Martin Luther?

ANSWER:

7. Using the CRC Handbook of Chemistry and Physics (R/547.00212/C42), what is the atomic number for copper?

ANSWER:

8. What part of the body is affected by keratitis? (use Handbook of Nursing R/610.73/H191)

ANSWER:

Course: Library Skills for ESL Students

Date: Monday, November 6

Description of class: Library Skills for ESL Students is a one-credit course designed to help ESL students develop independent learning skills, researching techniques, and an understanding about efficient use of library resources.

GOALS

To introduce basic and specialized almanacs.

To introduce basic and specialized atlases.

ACTIVITIES

1. Discuss assignment 7. (5 minutes)

2. Introduce basic almanacs like World Almanac and Information Please. (10 minutes)

3. Move to other almanacs like Statistical Abstract and fun almanacs. (15 minutes)

4. Introduce basic atlases like road atlases and world atlases. (10 minutes)

5. Move to thematic atlases. (10 minutes)

6. Go over assignment 8. (last 5 minutes)

HOMEWORK

Assignment 8

NAME _____

Assignment 8

Atlases and Almanacs

1. What is the distance in miles between Seattle, WA and Phoenix, AZ? (use a road atlas found at the Reference Desk)

ANSWER:

2. You're driving from Houston, TX to San Antonio, TX, what highway are you probably taking? (use a road atlas found at the Reference Desk)

ANSWER:

3. What is the name of the currency in Italy, and what was the exchange rate to the American dollar in 1987? (use World Almanac R/310/W893/1988)

CURRENCY:

EXCHANGE RATE:

4. What was the average composite ACT (American College Testing) score for males taking the test in 1980? (use any Statistical Abstract of the United States R/317/Un3)

ANSWER:

5. What country has the most Nobel Prize recipients and what is the number? (use New Book of World Rankings R/310/K965b)

COUNTRY:

NUMBER OF NOBEL PRIZES:

6. What city in the U.S. is the least expensive to live? (use Places Rated Almanac R/307.7640973/B695p2)

ANSWER:

7. When was the ferris wheel invented? (use Famous First Facts R/031/K131)

ANSWER:

8. Using Shepherd's Historical Atlas (R/911/Sh48h), what part of Spain did the Moors occupy in the year 1000? (north or south)

ANSWER:

NAME _____

Assignment 8

Atlases and Almanacs

1. What is the distance in miles between San Antonio, TX and Detroit, MI? (use a road atlas found at the Reference Desk)

ANSWER:

2. You're driving from Phoenix, AZ to Los Angeles, CA, what highway are you probably taking? (use a road atlas found at the Reference Desk)

ANSWER:

3. What is the name of the currency in Sweden, and what was the exchange rate to the American dollar in 1987? (use World Almanac R/310/W893/1988)

CURRENCY:

EXCHANGE RATE:

4. How many blood donors gave blood (in thousands, preferably) to the American Red Cross in 1980? (use any Statistical Abstract of the United States R/317/Un3)

ANSWER:

5. What country has the most number of suicides and what is that number per 100,000 persons? (use New Book of World Rankings R/310/K965b)

COUNTRY:

NUMBER:

6. What city in the U.S. has the best health care? (use Places Rated Almanac R/307.7640973/B695p2)

ANSWER:

7. When was saccharin invented? (use Famous First Facts R/031/K131)

ANSWER:

8. Using Shepherd's Historical Atlas (R/911/Sh48h), what part of Spain did the Moors occupy in the year 1000? (north or south)

ANSWER:

NAME _____

Assignment 8

Atlases and Almanacs

1. What is the distance in miles between Kansas City, MO and Dallas, TX? (use a road atlas found at the Reference Desk)

ANSWER:

2. You're driving from Atlanta, GA to Birmingham, AL, what highway are you probably taking? (use a road atlas found at the Reference Desk)

ANSWER:

3. What is the name of the currency in Yugoslavia, and what was the exchange rate to the American dollar in 1987? (use World Almanac R/310/W893/1988)

CURRENCY:

EXCHANGE RATE:

4. What was the average life expectance for a white female in 1980? (use any Statistical Abstract of the United States R/317/Un3)

ANSWER:

5. What country has the largest farms in the world and what is the average number of acres? (use New Book of World Rankings R/310/K965b)

COUNTRY:

NUMBER OF ACRES?

6. What city in the U.S. has the best educational opportunities? (use Places Rated Almanac R/307.7640973/B695p2)

ANSWER:

7. When was the first windmill built? (use Famous First Facts R/031/K131)

ANSWER:

8. Using Shepherd's Historical Atlas (R/911/Sh48h), what part of Spain did the Moors occupy in the year 1000? (north or south)

ANSWER:

Course: Library Skills for ESL Students

Date: Monday, November 13

Description of class: Library Skills for ESL Students is a one-credit course designed to help ESL students develop independent learning skills, researching techniques, and an understanding about efficient use of library resources.

GOALS

To be able to locate plays, short stories, poems, etc.

To be able to find critiques of plays, short stories, poems, etc.

To be able to find plot summaries of plays, short stories, etc.

To be able to cite sources in a bibliography.

ACTIVITES

1. Discuss assignment 8. (5 minutes)

2. Pass out handout and go over each category. Supply practice finding information in each. (45 minutes)

3. Go over assignment 9. (last 5 minutes)

HOMEWORK

Assignment 9

BOOK REVIEWS

Book Review Digest (Index Table #3)
Lists and selectively abstracts reviews from 70 popular journals. Arranged by author, with a subject title index. Published monthly with annual cumulations. Covers 1905 to present.

Book Review Index (Index Table #3)
Indexes reviews found in about 230 periodicals. Indexed by author. Published bi-monthly with annual cumulations. Citations only -- no abstracts. Covers 1965 to present.

Readers' Guide to Periodical Literature (Index Table #1)
Book reviews are located in the back of the book. Citations are arranged according to author.

FILM REVIEWS

Readers' Guide to Periodical Literature (Index Table #1)
Listed under "Motion Picture Reviews" since 1977. Before this time, use "Moving Picture Plays -- criticism, plots, etc." Arranged according to title.

PLOT SUMMARIES

Masterplots (reserve Desk)
Arranged by title. Includes type of work, author, time, locale, date first published, principal characters, critique, and the story.

INDEXES

Granger's Index to Poetry (R/016.80881/G765i6)
Title and first-line indexes are combined, followed by an author index and subject index. Each edition includes some anthologies previously indexed.

Play Index (R/016.80882/P698)
Arranged by author, title, and subject. Indexes plays written in English.

Short Story Index (R/016.8/C771)
Indexes by author, title, and in many cases, subject. Includes over 60,000 short stories.

CRITIQUES

American Novel 1789-1959 (plus supplement) (Reference Desk)
Covers American novels from 1789 to 1968. Arranged by novelist, with criticisms arranged under novels.

Drama Criticism (Reference Desk)
Covers English and American plays since 1940 in volume one. Volume two contains classical and continental plays.

English Novel: 20th Century Criticism (Reference Desk)
Covers English novels in the twentieth century. Arranged by author, with criticisms arranged under novels.

Poetry Explication (Reference Desk)
Interpretations of American and British poems since 1925.

Short Fiction Criticism (Reference Desk)
Interpretations since 1925 of stories and novellettes (American, British, and Continental) from 1800 to 1958.

Twentieth-Century Short Story Explication (Reference Desk)
Covers period 1900 to 1981 in three volumes. Arranged by author, with criticisms arranged under titles.

NAME _____

ASSIGNMENT 9
Literature Indexes, Reviews, and Plot Summaries

When supplying sources, don't abbreviate. Tell me what the abbreviation stands for.

1. Where can I find Bernard Malamud's short story "God's Wrath?" (use Short Story Index R/016.8/C771) Copy the first one.

ANSWER:

2. Where can I find a review of Steven Kern's book The Culture of Time and Space 1880-1918? (use Book Review Index on Index Table #3) Copy the first source.

ANSWER:

3. Where can I find a critique of Wordworth's poem "I Wandered Lonely as a Cloud?" (use Poetry Explication at the Reference Desk) Copy the first two sources (if two are available).

ANSWER:

4. Do we have either of the two sources listed above? If so, which one(s)?

ANSWER:

5. Where can I find a critique of D.H. Lawrence's short story "The Horse Dealer's Daughter?" (use Twentieth-Century Short Story Explication at the Reference Desk) Copy the first two sources (if two are available).

ANSWER:

6. Where can I find a critique of Ernest Hemingway's novel The Old Man and the Sea? (use American Novel at the Reference Desk) Copy the first source.

ANSWER:

7. Using Masterplots (the Revised Category Edition R/808.8/M2721), what is the locale of Ernest Hemingway's The Sun Also Rises?

ANSWER:

8. Using the Modern Language Association's style manual (which is on reserve), cite the following information from a book in the correct form for a bibliography. Author - John Schneider; Title - Stress, Loss, and Grief; Place of Publication - Baltimore, MD; Publisher - University Park Press; Date of Publication - 1984

ANSWER:

NAME _____

ASSIGNMENT 9

Literature Indexes, Reviews, and Plot Summaries

When supplying sources, don't abbreviate. Tell me what the abbreviation stands for.

1. Where can I find wordworth's poem "We Are Seven?" (use Granger's Index to Poetry R/016.80881/G766i8) Copy the first source.

ANSWER:

2. Where can I find a review of Stephen King's book Skeleton Crew? (use Book Review Index on Index Table #3) Copy the first source.

ANSWER:

3. Where can I find a critique of Walt Whitman's poem "Out of the Cradle Endlessly Rocking?" (use Poetry Explication at the Reference Desk) Copy the first two sources (if two are available).

ANSWER:

4. Do we have either of the two sources listed above? If so, which one(s)?

ANSWER:

5. Where can I find a critique of Ernest Hemingway's short story "The Short Happy Life of Francis Macomber?" (use Twentieth-Century Short Story Explication at the Reference Desk) Copy the first two sources (if two are available).

ANSWER:

6. Where can I find a critique of Mark Twain's novel A Connecticut Yankee in King Author's Court? (use American Novel at the Reference Desk) Copy the first source.

ANSWER:

7. Using Masterplots (the Revised Category Edition R/808.8/M2721), what is the locale of Dashiell Hammett's novel The Maltese Falcon?

ANSWER:

8. Using the Modern Language Association's style manual (on reserve), cite the following information from a book in the correct from for a bibliography. Author - Ben G. Streetman; Title - Solid State Electronic Devices; Place of Publication- Englewood Cliffs, NJ; Publisher - Prentice-Hall; Date of Publication - 1972

ANSWER:

NAME _____

ASSIGNMENT 9
Literature Indexes, Reviews, and Plot Summaries

When supplying sources, don't abbreviate. Tell me what the abbreviation stands for.

1. Where can I find Bernard Malamud's short story "The Magic Barrel?" (use Short Story Index R/016.8/C771) Copy the first one.

ANSWER:

2. Where can I find a review of John Updike's book Facing Nature? (use Book Review Index on Index Table #3) Copy the first source.

ANSWER:

3. Where can I find a critique of Robert Frost's poem "Mending Wall?" (use Poetry Explication at the Reference Desk) Copy the first two sources (if two are available).

ANSWER:

4. Do we have either of the two sources listed above? If so, which one(s)?

ANSWER:

5. Where can I find a critique of F. Scott Fitzgerald's short story "The Ice Palace?" (use Twentieth-Century Short Story Explication at the Reference Desk) Copy the first two sources (if two are available).

ANSWER:

6. Where can I find a critique of John Steinbeck's novel The Grapes of Wrath? (use American Novel at the Reference Desk) Copy the first source.

ANSWER:

7. Using Masterplots (the Revised Category Edition R/808.8/M2721), what is the locale of Joseph Heller's novel Catch 22?

ANSWER:

8. Using the Modern Language Association's style manual (on reserve), cite the following information from a book in the correct form for a bibliography. Author - Arthur Strahler; Title - Planet Earth; Place of Publication - New York, NY; Publisher- Harper and Row; Date of Publication - 1972

ANSWER:

Course: Library Skills for ESL Students

Date: Monday, November 20

Description of class: Library Skills for ESL Students is a one-credit course designed to help ESL students develop independent learning skills, researching techniques, and an understanding about efficient use of library resources.

GOALS

To introduce basic biographical tools.

To be able to locate information about most individuals.

ACTIVITIES

1. Review assignment 9.

2. Introduce:
   - Who's Who
   - Who's Who in America
   - Who Was Who
   - Who Was Who in America
   - Biography Index
   - Contemporary Authors
   - Current Biography
   - Biography and Genealogy Master Index
   - the importance of obituaries
   - telephone books
   - street directories
   - Directory of American Scholars
   - American Men and Women of Science
   - Missouri Manual

3. Go over assignment 10. (last 5 minutes)

HOMEWORK

Assignment 10

NAME _____

ASSIGNMENT 10

Biographical Sources

1. Where did Jeane Kirkpatrick receive her B.A. degree? (use Who's Who in America R/920.073/W62)

ANSWER

2. How many children did Sir Winston Churchhill have? (use Who Was Who in America, notice the With World Notables) (R/920.073/W621)

ANSWER:

3. When did Nelson Mandela (of South Africa) marry his wife Winney (Nomzamo)? (use Current Biography R/920/C936)

ANSWER:

4. What are two early works written by Julio Cortazar? (use Contemporary Authors R/928/C7671)

ANSWER:

5. Using Biography and Genealogy Master Index (R/920.073/B5223), look up Christopher Bond. Copy the first two sources (if two are given).

ANSWER:

6. Does Kent Library have either of the two sources you listed above? If so, which one(s)?

ANSWER:

7. Go the Biography Index (vol. 12 -- Sep. 1979 to Aug. 1982) (Index Table #2). What is the first citation for Henry Kissinger?

ANSWER:

8. Does Kent Library have the magazine you listed above? If so, where would you go to find it?

ANSWER:

NAME _____

ASSIGNMENT 10

Biographical Sources

1. When did Robert Redford receive the Golden Globe Award? (use Who's Who in America R/920.073/W62)

ANSWER

2. What law school did Harry S. Truman attend? (use Who Was Who in America, notice the With World Notables) (R/920.073/W621)

ANSWER:

3. I heard that Richard Pryor is originally from the Midwest. Where was he born? (use Current Biography R/920/C936)

ANSWER:

4. What book did Judy Blume write in 1970 which won the Nene Award in 1975? (use Contemporary Authors R/928/C7671)

ANSWER:

5. Using Biography and Genealogy Master Index (R/920.073/B5223), look up John David Ashcroft. Copy the first two sources (if two are given).

ANSWER:

6. Does Kent Library have either of the two sources you listed above? If so, which one(s)?

ANSWER:

7. Go the Biography Index (vol. 11 -- Sep. 1976 to Aug. 1979) (Index Table #2). What is the first citation for Barbra Streisand?

ANSWER:

8. Does Kent Library have the magazine you listed above? If so, where would you go to find it?

ANSWER:

NAME _____

ASSIGNMENT 10

Biographical Sources

1. In what German city was Henry Kissinger born? (use Who's Who in America R/920.073/W62)

ANSWER

2. Where did John F. Kennedy receive his B.S. degree? (use Who Was Who in America, notice the With World Notables) (R/920.073/W621)

ANSWER:

3. I hear that Whoopi Goldberg was in the chorus of the musical Hair. In what other musicals did she participate? (use Current Biography R/920/C936)

ANSWER:

4. What are two early works written by Carlos Fuentes? (use Contemporary Authors R/928/C7671)

ANSWER:

5. Using Biography and Genealogy Master Index (R/920.073/B5223), look up Harriet Woods. Copy the first two sources (if two are given).

ANSWER:

6. Does Kent Library have either of the two sources you listed above? If so, which one(s)?

ANSWER:

7. Go the Biography Index (vol. 13 -- Sep. 1982 to Aug. 1984) (Index Table #2). What is the first citation for Carl Sagan?

ANSWER:

8. Does Kent Library have the magazine you listed above? If so, where would you go to find it?

ANSWER:

Course: Library Skills for ESL Students

Date: Monday, November 28

Description of class: Library Skills for ESL Students is a one-credit course designed to help ESL students develop independent learning skills, researching techniques, and an understanding about efficient use of library resources.

GOALS

To introduce the Monthly Catalog and the Federal Government Publications Catalog.

To supply students with the knowledge of locating government publications in Kent Library.

ACTIVITIES

1. Review assignment 10. (5 minutes)

2. Show slide presentation of government documents. (10 minutes)

3. Pass out Monthly Catalog and handout. (3 minutes)

4. Supply practice locating documents on a specific subject and go over typical citation. (15 minutes)

5. Take students downstairs and demonstrate procedure for locating SuDoc numbers in the shelflist. (5 minutes)

6. Demonstrate Federal Government Publications Catalog. (5 minutes)

7. Go over assignment 11. (5 minutes)

8. Tell students about what is expected of them for quiz (5 minutes)

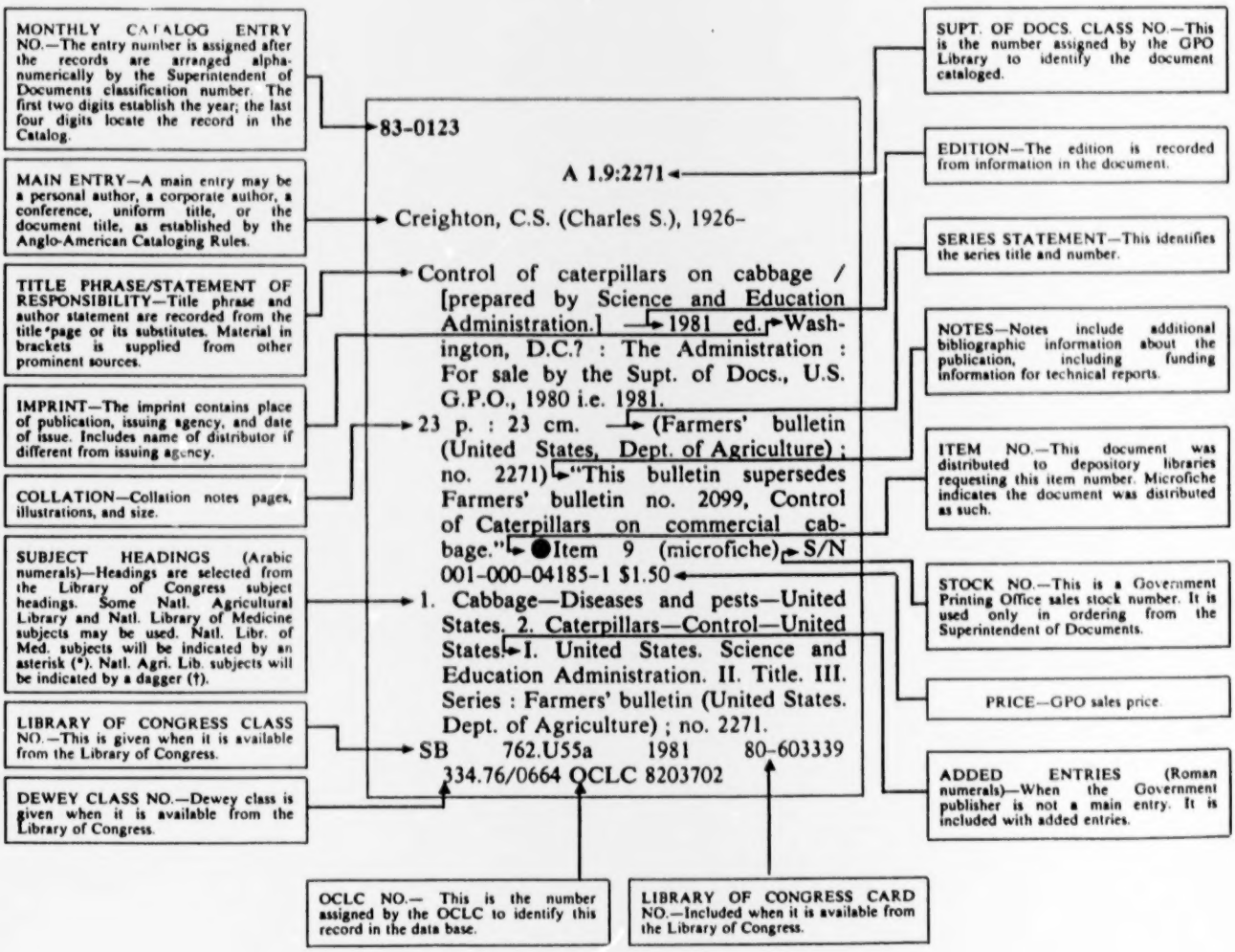
HOMEWORK

Assignment 11

SAMPLE ENTRY

Monthly Catalog descriptive cataloging entries follow the precepts of the *Anglo-American Cataloguing Rules,* 2nd ed., the Library of Congress Rule Interpretations, the *GPO Cataloging Guidelines,* and the several pertinent OCLC format documents. All name and series authorities are in AACR2 format, and are established through the Library of Congress Name Authorities Cooperative Project (NACO). The subject headings used in the GPO cataloging are derived from the *Library of Congress Subject Headings,* 10th ed.

The following sample entry is an artificial, composite record, designed to illustrate the major features of a *Monthly Catalog* bibliographic citation.


MONTHLY CATALOG ENTRY NO.—The entry number is assigned after the records are arranged alpha-numerically by the Superintendent of Documents classification number. The first two digits establish the year; the last four digits locate the record in the Catalog.
MAIN ENTRY—A main entry may be a personal author, a corporate author, a conference, uniform title, or the document title, as established by the Anglo-American Cataloging Rules.
TITLE PHRASE/STATEMENT OF RESPONSIBILITY—Title phrase and author statement are recorded from the title page or its substitutes. Material in brackets is supplied from other prominent sources.
IMPRINT—The imprint contains place of publication, issuing agency, and date of issue. Includes name of distributor if different from issuing agency.
COLLATION—Collation notes pages, illustrations, and size.
SUBJECT HEADINGS (Arabic numerals)—Headings are selected from the Library of Congress subject headings. Some Natl. Agricultural Library and Natl. Library of Medicine subjects may be used. Natl. Libr. of Med. subjects will be indicated by an asterisk (*). Natl. Agri. Lib. subjects will be indicated by a dagger (†).
LIBRARY OF CONGRESS CLASS NO.—This is given when it is available from the Library of Congress.
DEWEY CLASS NO.—Dewey class is given when it is available from the Library of Congress.
83-0123
A 1.9:2271
Creighton, C.S. (Charles S.), 1926-
Control of caterpillars on cabbage / [prepared by Science and Education Administration.] 1981 ed. Washington, D.C.? : The Administration : For sale by the Supt. of Docs., U.S. G.P.O., 1980 i.e. 1981.
23 p. : 23 cm. (Farmers' bulletin (United States. Dept. of Agriculture) ; no. 2271) "This bulletin supersedes Farmers' bulletin no. 2099, Control of Caterpillars on commercial cabbage." ●Item 9 (microfiche) S/N 001-000-04185-1 $1.50
1. Cabbage—Diseases and pests—United States. 2. Caterpillars—Control—United States. I. United States. Science and Education Administration. II. Title. III. Series : Farmers' bulletin (United States. Dept. of Agriculture) ; no. 2271.
SB 762.U55a 1981 80-603339
334.76/0664 OCLC 8203702
SUPT. OF DOCS. CLASS NO.—This is the number assigned by the GPO Library to identify the document cataloged.
EDITION—The edition is recorded from information in the document.
SERIES STATEMENT—This identifies the series title and number.
NOTES—Notes include additional bibliographic information about the publication, including funding information for technical reports.
ITEM NO.—This document was distributed to depository libraries requesting this item number. Microfiche indicates the document was distributed as such.
STOCK NO.—This is a Government Printing Office sales stock number. It is used only in ordering from the Superintendent of Documents.
PRICE—GPO sales price.
ADDED ENTRIES (Roman numerals)—When the Government publisher is not a main entry. It is included with added entries.
OCLC NO.— This is the number assigned by the OCLC to identify this record in the data base.
LIBRARY OF CONGRESS CARD NO.—Included when it is available from the Library of Congress.

BEST COPY AVAILABLE

NAME _____

ASSIGNMENT 11

Government Documents

85-1102

EP 1.89/2:600/S 2-84-130

Hilburn, Ronald D.

Seattle distribution system corrosion control study / Ronald D. Hilburn. -- Cincinnati, OH : U.S. Environmental Protection Agency, 1984.

25 p. ; ill. 28 cm.

1. Drinking water -- Washington (State). 2. Corrosion and anti-corrosives. I. Title.

Using the above citation from the Monthly Catalog, complete the following:

1. Title _____

2. SuDoc number _____

3. Main entry _____

4. Entry number _____

5. Tracings _____

Using the 1984 index to the Monthly Catalog of United States Government Publications, look up Water-rights -- United States. Find the document entitled Ground water law, management, and administration.

6. What is the entry number? _____

7. What is the SuDoc number? _____

8. What do you check next to see if Kent Library has the document? _____

9. If Kent Library has this document, where do you go to get it?

_____

NAME _____

ASSIGNMENT 11

Government Documents

85-1209

A 13.2:F 76r/8/x

Belcher, Earl W.
Twentieth laboratory report, fiscal years 1975 and 1976 / by Earl W. Belcher. -- Macon, GA : Eastern Tree Seed Laboratory, 1976.
37 p. ; ill. ; 29 cm.
1. Tree -- Seeds 2. Tree breeding -- United States. I. Title.

Using the above citation from the Monthly Catalog, complete the following:

1. Title _____

2. SuDoc number _____

3. Main entry _____

4. Entry number _____

5. Tracings _____

Using the 1984 index to the Monthly Catalog of United States Government Publications, look up Poverty -- Statistics. Find the document entitled Families in poverty ; changes in the safety net.

6. What is the entry number? _____

7. What is the SuDoc number? _____

8. What do you check next to see if Kent Library has the document? _____

9. If Kent Library has this document, where do you go to get it?

_____

NAME _____

ASSIGNMENT 11

Government Documents

85-1007

EP 1.89/2:600/S 2-84-111

Bomberger, David C.

Wastes from Manufacture of dyes and pigments / David C. Bomberger. -- Cincinnati, OH : U.S. Environmental Protection Agency, 1984.

5 p. ; ill. 26 cm.

1. Factory and trade waste -- United States. 2. Dyes and dyeing -- Environmental aspects. I. Title.

Using the above citation from the Monthly Catalog, complete the following:

1. Title _____

2. SuDoc number _____

3. Main entry _____

4. Entry number _____

5. Tracings _____

Using the 1984 index to the Monthly Catalog of United States Government Publications, look up Drinking and traffic accidents--United States. Find the article entitles Drinking age 21 : facts, myths and fictions.

6. What is the entry number? _____

7. What is the SuDoc number? _____

8. What do you check next to see if Kent Library has the document? _____

9. If Kent Library has this document, where do you go to get it?

_____

Course: Library Skills for ESL Students

Date: Monday, December 4

Description of class: Library Skills for ESL Students is a one-credit course designed to help ESL students develop independent learning skills, researching techniques, and an understanding about efficient use of library resources.

GOALS

To test students understanding of the material already covered.

To introduce basic business sources.

To introduce other helpful library materials.

ACTIVITIES

1. Review assignment 11. (5 minutes)

2. Go over any questions about quiz. (3 minutes)

3. Quiz (10-15 minutes)

4. Introduce Standard and Poor's and Moody's. (10 minutes)

5. Take students downstairs and show them the locations and importance of annual reports, the information file, Books in Print, and the Missouri Union List. (10-15 minutes)

6. Go over assignment 12. (last 5 minutes)

HOMEWORK

Assignment 12

NAME _____

QUIZ 2

MULTIPLE CHOICE

___ 1. A list of works relating to a given topic or which were consulted during the writing of a book or paper is called a
   A. biography
   B. bibliophile
   C. biblioteca
   D. bibliography

___ 2. A biography is
   A. the same as the card catalog
   B. the story of a person's life
   C. a list of publishers
   D. a list of books, articles, essays, etc.

___ 3. The majority of the government documents are located
   A. in the Reference Section
   B. in the caged area on the third floor
   C. with the bound periodicals
   D. on the first floor

___ 4. Back issues of newspapers are placed on microfilm and kept
   A. at the Periodicals Desk
   B. with the bound periodicals
   C. in the Archives
   D. at the Circulation Desk

___ 5. Which one of the following is a scholarly dictionary with lengthy word histories?
   A. Webster's New Collegiate Dictionary
   B. Oxford English Dictionary
   C. Random House Dictionary of the English Language
   D. American Heritage Dictionary of the English Language

TRUE/FALSE

___ 6. Kent Library receives one copy of everything published by the United States government.

___ 7. Government documents in Kent Library can be checked out just like regular books.

___ 8. Kent Library classifies its materials by the Library of Congress classification system.

___ 9. Magazines and journal articles can be located through the card catalog.

___ 10. The Readers' Guide to Periodical Literature indexes journals of a highly scholarly nature.

Readers' Guide to Periodical Literature

> Guardian Angels (Organization)
> The Guardian Angels in New York City. M.A. Kellogg. il pors
> Harpers Bazaar 115:48+ N '82

Using the above citation, fill in the following blanks.

11. Author _____
12. Title _____
13. Subject heading _____
14. Magazine _____
15. Page _____
16. Volume number _____

New York Times Index

OLYMPIC Games (1988)
International Olympic Committee votes to allow professional tennis, ice hockey and soccer players under age of 23 to compete in 1988 Winter and Summer Games (M), Mr 1, I, 19:2

Using the above citation, answer the following questions.

17. What does the "(M)" stand for? _____

18. What does the "I" stand for? _____

19. What does the "19" stand for? _____

20. What does the "2" stand for? _____

Monthly Catalog of United States Government Documents

85-11079
J28.8:B 15/2
Goldkamp, John S.
The development and implementation of bail guidelines : highlights and issues / John S. Goldkamp. -- Washington, D.C. : U.S. Dept. of Justice, National Institute of Justice, 1984.
47 p. ; 28 cm. -- (NIJ research report)
1. Bail--United States I. National Institute of Justice (U.S.) II. Title III. Series.

Using the above citation, fill in the blanks.

21. Subject heading _____

22. Supt. of documents number _____

23. Title of document _____

24. Author of the document (main entry) _____

25. Series statement _____

NAME _____

ASSIGNMENT 12

Miscellaneous Sources

1. I'm sending out resumes and need to know the address to the headquarters of Quaker Oats Co. What is it? (use Standard and Poor's Register of Corporations, R/332.6/P799)

ANSWER:

2. I've got an interview at Anheuser-Busch and I need to know some information about the company. Using Moody's (R/332.74016/M776) for 1987, what volume and page number (in the Industrial Manual) will I find the company?

ANSWER:

3. Do we have an annual report for Anheuser-Busch? (yes or no) Both the annual reports and the Information File are located next to the change machine.)

ANSWER:

4. Using the Information File, find information on smoking and write down one pamphlet title found in that file.

ANSWER:

5. Using Books in Print (at the Reference Desk), is Rabbit Is Rich by John Updike still in print? If so, what are the cost and publisher for preferably a paperback copy?

ANSWER:

6. The article you need out of the magazine Christianity Today is missing and you need an issue from the year 1986. Does the Cape Giarardeau Public Library have it? (don't call, use Missouri Union List)

ANSWER:

NAME _____

ASSIGNMENT 12

Miscellaneous Sources

1. I'm sending out resumes and need to know the address to the headquarters of Sears, Roebuck and Co. What is it? (use Standard and Poor's Register of Corporations, R/332.6/P799)

ANSWER:

2. I've got an interview at Proctor and Gamble and I need to know some information about the company. Using Moody's (R/332.74016/M776) for 1987, what volume and page number (in the Industrial Manual) will I find the company?

ANSWER:

3. Do we have an annual report for Proctor and Gamble? (yes or no) Both the annual reports and the Information File are located next to the change machine.)

ANSWER:

4. Using the Information File, find information on Alcoholics Anonymous and write down one pamphlet title found in that file.

ANSWER:

5. Using Books in Print (at the Reference Desk), is The Death of Artemio Cruz by Carlos Fuentes still in print? If so, what are the cost and publisher for preferably a paperback copy?

ANSWER:

6. The article you need out of the magazine Christianity Today is missing and you need an issue from the year 1986. Does the Cape Giarardeau Public Library have it? (don't call, use Missouri Union List)

ANSWER:

NAME _____

ASSIGNMENT 12

Miscellaneous Sources

1. I'm sending out resumes and need to know the address to the headquarters of IBM (International Business Machines Corp.). What is it? (use Standard and Poor's Register of Corporations. R/332.6/P799)

ANSWER:

2. I've got an interview at Quaker Oats and I need to know some information about the company. Using Moody's (R/332.74016/M776) for 1987, what volume and page number (in the Industrial Manual) will I find the company?

ANSWER:

3. Do we have an annual report for Quaker Oats? (yes or no) Both the annual reports and the Information File are located next to the change machine.)

ANSWER:

4. Using the Information File, find information on the heart and write down one pamphlet title found in that file.

ANSWER:

5. Using Books in Print (at the Reference Desk), is Sophie's Choice by William Styron still in print? If so, what are the cost and publisher for preferably a paperback copy?

ANSWER:

6. The article you need out of the magazine Christianity Today is missing and you need an issue from the year 1986. Does the Cape Giarardeau Public Library have it? (don't call, use Missouri Union List)

ANSWER:

REVIEW

1. Put the following titles in correct alphabetical order.

Oldies
Old Football Heroes
Old Age
Old Stories of Gorillas
Old Town

2. Where are the following areas in Kent Library? What services do these areas provide?

Reserves
Reference
Periodicals
Circulation
Instructional Materials
Graphics
Documents

3. Know where each of the following is located on a catalog card.

call number	title	place of publication
author	publisher	date of publication
author's dates	edition statement	pages
size of book	subject tracings	joint author
bibliography note	illustration note	series note

4. Which classification scheme is represented by each of these numbers?

PN
86
.K57 _____

378.2
F259c _____

5. Arrange these call numbers as they would be arranged on the shelves.

AY	AY	AY	AY	AG
64	754	64	754.5	5
.R4	.W5	.I55	.N5	.K315
1983	1983	1982	1983	

783.45	783.4	784	938	983
K82	K82	T71	P82	R71

6. Would Ronald Reagan's name appear as a subject heading in Kent Library's subject card catalog?

7. What do the following represent?

IM, R, Q, MR, Y

8. What would you do first to locate a book with this call number? IM
378.2
R71

11. READERS' GUIDE TO PERIODICAL LITERATURE

ETIQUETTE
See also
Diplomatic Etiquette

In a rude world -- the joys of following form. J.J. Buck.
Vogue 172:342 F '82.

You will be expected to know how to interpret the data found in a typical citation (similar to the one above) from the Readers' Guide.

12. In which periodical indexes will you find information on rock and roll?

13. Will all documents be listed in the main card catalog? If not, where will they be listed?

14. How are federal documents arranged on the shelves?

15. Describe each of the following dictionaries. How does each dictionary differ?

Oxford English Dictionary
Webster's Third
American Heritage Dictionary
Websters's New Collegiate Dictionary

16. Describe these reference materials, and what would you expect to find in each?

encyclopedia
abridged dictionary
unabridged dictionary
directory
abstract
biography
bibliography
almanac
atlas
anthology
gazeteer
thesaurus
index
Facts on File
Book Review Index
Masterplots
ERIC
Moody's Manuals

17. MONTHLY CATALOG

You will be expected to know how to interpret the data from a typical citation from the Monthly Catalog. Such a citation can be found on the handout given to you during the lecture on government documents.

18. NEW YORK TIMES INDEX

> St. Louis Cardinals defeat minnesota Twins, 4-2, and lead World Series three games to two; illustrations (M), O 23,I,27:5.

You will be expected to know how to interpret the data from a typical citation (similar to the one above) from the New York Times Index.

323.12 Moore, Barrington, 1913-
M354s Social origins of dictatorship and democracy; lord and peasant in the making of the modern world. Boston: Beacon Press, 1966.
225 p. ; 22 cm. (Harvard East Asian Monographs; 81)
Includes bibliography.
ISBN 0-8476-7159-3

1. Social history--Modern. 2. Economic history. 3. Revolutions. 4. Social classes. 5. Asia--Politics. I. Title.

PLEASE ANSWER THE FOLLOWING QUESTIONS USING THE CATALOG CARD ABOVE.

1. In what year was this book published?

2. What is the call number?

3. What is the full title?

4. What is the subtitle?

5. Who is the author?

6. What is the series title?

7. Where was the book published?

8. Who published the book?

9. What is one subject heading assigned to this book?

10. Does this book cite which materials were used by the author to write this book?

MATCH THE FOLLOWING VOCABULARY WORDS WITH THEIR DEFINITIONS.

A. annotation	F. anthology	K. atlas
B. bibliography	G. edition	L. unabridged dictionary
C. thesaurus	H. italic	M. abridged dictionary
D. index	I. gazeteer	N. serial
E. series	J. table of contents	

___ 11. This list of chapters in a book tells the page references.

___ 12. This part of a book contains an alphabetical list of topics with page references.

___ 13. This is a list of references on a specific subject.

___ 14. All copies of a book printed from the same printer plates, without changes in the text, is usually called this.

___ 15. This is the kind of type frequently used to indicate book titles or foreign words.

___ 16. This is a brief descriptive or critical note about a book.

___ 17. This is a volume of maps and geographical tables.

___ 18. This is a dictionary used to expand your word choice when writing papers.

___ 19. This is a collection of poems, plays, or short stories.

___ 20. This term applies to several separate works, related to one another in subject, usually issued by the same publisher in uniform style.

___ 21. This is a book with the names and descriptions of places in alphabetical order.

___ 22. This is a scholarly dictionary with lengthy word histories.

PUT THE FOLLOWING IN THE CORRECT ALPHABETICAL ORDER: (use numbers)

23. ___ An open letter to college students
24. ___ New York stock exchange
25. ___ Newport vacation

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26. ___ Macroeconomics made easy
27. ___ McGraw-Hill encyclopedia of science and technology
28. ___ MacHale's castle

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29. ___ U.S.--History--Civil War, 1861-1865
30. ___ U.S.--History
31. ___ U.S.--History--Revolution, 1775-1783

MATCH THE SUBJECT HEADING WITH THE DESCRIPTION BY INDICATING THE CORRECT LETTER

___ 32. The form of government in France.

___ 33. An anthology of plays by English authors.

___ 34. A history of England.

___ 35. A list of books on the subject of English art.

___ 36. A history of contemporary England.

A. ART, ENGLISH--BIBLIOGRAPHY
B. ART, ENGLISH--HISTORY
C. ART--HISTORY
D. BIOGRAPHY
E. DRAMA--BIBLIOGRAPHY
F. DRAMA--COLLECTIONS
G. DRAMA--HISTORY AND CRITICISM
H. DRAMATISTS
I. EGYPT--HISTORY
J. ENGLAND--HISTORY see GREAT BRITAIN--HISTORY
K. ENGLISH DRAMA--COLLECTIONS
L. ENGLISH LITERATURE--COLLECTIONS
M. FRANCE--FOREIGN RELATIONS
N. FRANCE--HISTORY
O. FRANCE--HISTORY--20th CENTURY
P. FRANCE--POLITICS AND GOVERNMENT
Q. GREAT BRITAIN--HISTORY
R. GREAT BRITAIN--HISTORY--20th CENTUR

ARRANGE THESE CALL NUMBERS AS THEY WOULD BE ARRANGED ON THE SHELVES.

131.348 O5843a	131.34 An75p	131.34 Am353	132.1553 B775	130.36 Am35
37. ___	38. ___	39. ___	40. ___	41. ___

QL 101 A2313 1980	QL 1101 A434 1980	QK 11 G3	QL 1 A48 1974	QL 11 G37 1983
42. ___	43. ___	44. ___	45. ___	46. ___

MATCH THE FOLLOWING SYMBOLS WITH THEIR DEFINITIONS.

47. ___ R
48. ___ Q
49. ___ MR
50. ___ IM

A. This symbol indicates a microform.
B. This symbol indicates an oversized book.
C. This symbol indicates a book is located in the reference collection.
D. This symbol indicates a rare book.
E. This symbol indicates the Instructional Materials Center.
F. This symbol indicates the Regional History Collection.

MULTIPLE CHOICE

___ 51. A corporate author . . .
A. is in charge of publishing in a corporation .
B. reflects the thoughts of an issuing body rather than any individual
C. is two or more authors
D. provides entries for author, title, editions, and series titles

___ 52. If you want a book on a particular topic, but do not know the author or title of the book, you should consult . . .
A. the Subject Card Catalog
B. periodical indexes
C. OCLC data base
D. Facts on File

___ 53. Which classification scheme is represented by the following?
674.23/W381c
A. Bliss's Bibliographic
B. Dewey Decimal
C. Library of Congress
D. Colon Classification

___ 54. The best finding aid for government statistical materials is the . . .
A. Research Centers Directory
B. American Statistical Index
C. Public Affairs Information Service Bulletin
D. Business Periodicals Index

___ 55. The Subject Card Catalog is based on and related to . . .
A. the Readers' Guide to Periodical Literature
B. the Library of Congress Subject Headings
C. the Cape Girardeau Public Library's Subject Card Catalog

___ 56. An "abstract" is . . .
A. a brief review of a book or article
B. an obscurely written article
C. a summary of the contents of an article or book

___ 57. An "index" is . . .
A. a reference book which is designed to indicate where information can be found
B. the same as a bibliography
C. designed to provide brief factual information on a variety of subjects

___ 58. To find a map of the State of Georgia, the type of reference book in which you should look is a(n) . . .
A. atlas
B. gazeteer
C. index

___ 59. Which of the following statements about government documents is true?
A. intended for distribution only to government officials
B. solely official publications of laws and governmental business
C. publications issued at public expense by authority of Congress for distribution to government officials or to the public

___ 60. Among the following sources, the best place to look for information on an event which occurred within the last three months is . . .
A. Readers' Guide to Periodical Literature
B. World Almanac
C. Card Catalog
D. Monthly Catalog of United States Government Publicatio

FATIGUE
Why you're so tired. E. Stukane. Redbook. 164: 82-3+ Ap. 85.

USING THE ABOVE CITATION FROM THE READERS' GUIDE, SUPPLY THE FOLLOWING:

61. title _____

62. subject heading _____

63. magazine _____

64. volume _____

65. year _____

66. page number(s) _____

SPACE WEAPONS
Pres. Reagan's Strategic Defense Initiative creates anxiety among Western European Governments. (M) Ap. 7, IV, 3:1.

USING THE ABOVE CITATION FROM NEW YORK TIMES INDEX, ANSWER THE FOLLOWING:

67. What does "(M)" stand for? _____

68. What does "1" stand for? _____

69. What does "IV" stand for? _____

70. What does "3" stand for? _____

THE FOLLOWING IS AN ENTRY FROM THE MONTHLY CATALOG. MATCH EACH LETTER WITH ITS CORRESPONDING DEFINITION.

A-85 -12707
HE 20.8102:Ad 7/2——B
C-Welcome, Ann Marie
D——Adolescence and depression -- Rockville, MD: U.S. Dept. of Health and Human Services, Public Health Service, Alcohol, Drug Abuse and Mental Health Administration. (1984):—E
1 port., col. ill.; 32 cm. (DHHS pub.; no. 84-133)—F
1. Depression in children 2. Adolescent psychology.——G

71. ___ subject heading(s)

72. __ Supt. of documents number

73. ___ Title of document

74. __ Monthly Catalog entry number

75. ___ Main entry

NAME _____

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Instuctor _____
Course _____
Section _____
Date _____

Evaluation of Instructor

The purpose of this questionnaire is to help your instructor obtain information about how you, as a student, perceive his teaching ability. Withholding judgment concerning how well you like or dislike the subject, rate your instructor on the following items.

For each item on which you wish to rate your instructor, place the following numbers in the spaces provided:

1. Strongly agree
2. Agree
3. Neither agree nor disagree
4. Disagree
5. Strongly disagree

___ 1. The instructor demonstrates interest in the subject matter.
___ 2. The instructor makes the subject interesting.
___ 3. Class presentations are well prepared and organized.
___ 4. The instructor emphasizes major points and makes their relationships and significance clear.
___ 5. The instructor makes good use of examples and illustrations.
___ 6. The instructor stimulates my thinking.
___ 7. The instructor makes students feel free to ask questions, disagree, and express ideas.
___ 8. The instructor paces the course well and makes good use of class time.
___ 9. The instructor answers questions to my satisfaction.
___ 10. The instructor has a positive attitude toward helping students.
___ 11. The instructor keeps reasonable office hours and is generally accessible.
___ 12. The instructor returns tests and assignments promptly.
___ 13. The instructor respects students as individuals and is sympathetic toward personal needs.
___ 14. I am satisfied with the way the performance of students is evaluated in this course.
___ 15. The tests fairly cover the material presented in class.
___ 16. The tests are stimulating and thought provoking.
___ 17. The tests allow me to demonstrate my understanding of course material.
___ 18. The instructor made his grading procedures clear.
___ 19. The amount of work required is appropriate for the nature and level of this course.
___ 20. On the basis of the instructor's performance in this course, I would recommend this instructor to another student.

Any other comments or suggestions you have may be written on the back of this sheet.